

DISASTER APPLICATION CENTER

CHECKLIST

The purpose of the Disaster Application Center (DAC) is to provide a convenient location where disaster victims may obtain information and apply for a variety of local, state, federal and volunteer assistance programs.

The Disaster and Emergency Services (DES) Coordinator can help expedite disaster assistance program implementation for victims by locating a suitable DAC before the Governor requests a Presidential declaration. One of the main criteria for selecting a DAC location is convenience. Facilities that generally meet DAC requirements are: school gyms, national guard armories, fairground buildings or community halls. Following are some key areas to consider when choosing a suitable DAC location:

1. Check with the Federal Coordinating Officer (FCO) or the State Individual Assistance Officer (SIAO) to determine the type of facility required for the DAC operation and an estimate of the number of people involved.
2. Develop a list of possible DAC facilities.
3. Evaluate potential buildings with the following in mind:
 - A. Adequate electricity, outlets, backup power, sufficient water, sanitary facilities and heating.
 - B. Telephones.
 - C. Facility size and adaptability.
 - D. Janitorial services.
4. Determine whether or not the facility is easily accessible and centrally located.
5. Determine whether adequate parking is available on-site or if off-site parking will be necessary.
6. Determine building operational hours. Inquire as to whether the building can remain open after normal hours.
7. Check into any access problems for the handicapped. If access problems exist, determine whether or not they can be resolved.

8. Determine whether or not the facility has an adequate number of chairs and tables. Locate a local supplier that can provide additional chairs and tables if necessary.

These guidelines will enable you to identify possible DAC locations. Your list of possible facilities will be evaluated by the FCO and SIAO. They will decide which facility best meets the needs of the programs to be offered.

The DAC is open to the public no later than the fourth day after the President's declaration. In the interim, victims may obtain information and apply for assistance by calling the National Teleregistration Center, NTC, (1-800-462-9029). NTC services are available within twenty-four hours of the President's declaration. The NTC is particularly useful in rural areas of the state where the drive to a DAC may be long or hazardous; it is also helpful for the elderly or infirmed.